

March 13, 2026

## ADVISORY

Dear Valued Clients

In compliance with Section **2.58.2.B** of the **Bureau of Internal Revenue (BIR) Revenue Regulations No. 2-98**, as amended by Revenue Regulations No. 11-2018 and Revenue Regulations No. 4-2024, Manila Multipurpose Terminal (MMT) would like to provide guidance on the submission of **Certificates of Withholding Tax (CWTs)**.

As required by BIR Revenue Regulations No. 4-2024, withholding agents must withhold and issue the corresponding BIR Form No. 2307 at the time invoices are issued. Accordingly, clients are requested to submit their Company's CWTs for taxes withheld on invoices issued by MMT within twenty **(20) days from the close of each taxable quarter**, or **upon request of the payee**.

The submission deadlines are as follows:

<b>Period</b>	<b>CWT Submission Deadline</b>
1st Quarter	20 April
2nd Quarter	20 July
3rd Quarter	20 October
4th Quarter	20 January of the following taxable year

- For clients with credit terms, if the CWT cannot be applied to current transactions, the full invoice amount shall be settled in accordance with the agreed payment terms.
- The corresponding CWT may still be submitted within the prescribed deadline. Upon receipt and verification of a valid CWT certificate, the equivalent amount will be processed for refund or applied as a credit adjustment, as appropriate.
- For cash transactions, withholding of tax shall only be allowed if the corresponding BIR Form No. 2307 is issued simultaneously with the payment.

**Please be reminded that BIR Form No. 2307 submissions received beyond the allowable period will no longer be accepted, and the amount withheld shall remain as an outstanding balance. In such cases, MMT will proceed to bill and collect the corresponding amount.**

Soft copies of CWTs may be submitted via email to [billing@mmt.ictsi.com](mailto:billing@mmt.ictsi.com) with the subject line **"Submission of BIR Form No. 2307 (CWTs)."**

**Original hard copies** may also be submitted to the Billing and Collection Assistants (Arvin Navidad, John Paul Christian Barlan, and Mark Neilwin Teodosio) at the Manila Multipurpose Terminal Administration Building, MHC Mel Lopez Blvd., Vitas St., Tondo, Manila.

For finance or tax-related inquiries regarding CWT submissions, please contact [MMT\\_Accounting@mmt.ictsi.com](mailto:MMT_Accounting@mmt.ictsi.com) with the subject line **"Inquiry Regarding Submission of CWTs."**

We appreciate your continued cooperation and timely compliance.

MMT Management

2026-MMT-CN010

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**MANILA MULTIPURPOSE TERMINAL**

Manila Harbour Centre, Mel Lopez Blvd., Vitas, Tondo, Manila, Philippines 1013

Standard Trading Conditions apply to all port users within the terminal

<https://mmt.ictsi.com/terms-use>